



TOWN OF LAKE PARK

P/T Accountant II

The Town of Lake Park is seeking a seasoned municipal Accountant who will be responsible for performing a variety of functions including: the preparation and processing of payroll; account reconciliations; sanitation billings; preparation of journal entries; providing customer service; and, performing other office duties as assigned. Bachelors Degree in Accounting or related field from an accredited college or university is required supplemented by five years of experience in municipal accounting. A combination of education and experience may be substituted for degree. Must be proficient in both Microsoft Word and Excel. Pay range: \$16.65 to \$26.28 per hour. **Deadline for Receipt of Applications: August 28, 2013 or until the position is filled. Applications may be obtained from and must be submitted to the Human Resources Department, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida. All applicants shall be subject to a criminal background check and a credit investigation.** Application forms may be downloaded from the Town's website at www.lakeparkflorida.gov. Applications will not be accepted by fax. Phone: 561-881-3300. **An Equal Opportunity Employer.**

As of 8/14/2013